2011 Grant Application Guidelines

The Foundation periodically updates its guidelines. Please check our website for current guidelines before developing a proposal: www.isgilmore.org

The Foundation **strongly encourages** grant proposal submissions **prior** to the following deadlines:

Submission Deadline	for	_Trustee Review on_
January 10, 2011		March 15
March 1		May 17
May 2		July 19
July 1		September 20
September 1		November 15
November 1		January 17, 2012

The following should be considered before submitting a proposal to the Foundation:

1. The Foundation **does not make grants to individuals;**
2. The Foundation supports **Kalamazoo County** projects, programs, and purposes carried out by charitable institutions (primarily public charities and governmental entities);
3. ***Organizations that are first-time Foundation applicants or have not otherwise received Foundation funding since 2007*** must ***contact the Foundation's Program Officer*** *at least* four weeks prior to an applicable submission deadline; and
4. **Overdue final reports** must **be delivered** to the Foundation *prior to* new grant proposal submissions.

Submit Proposals to:
Richard M. Hughey, Jr.
Irving S. Gilmore Foundation
136 E. Michigan Avenue, Suite 900
Kalamazoo, MI 49007-3915

Proposals must include **all** of the information requested --
Incomplete proposals may be returned.

If additional information or clarification is needed, please contact
the Foundation's Sr. Program Officer: Bryan Zocher at (269) 342-6411

The Foundation's Trustees will make all decisions regarding the funding of proposals without discrimination on the basis of race, color, creed, gender, marital status, religion, age, orientation, handicap or disability, height, weight, or national origin of the organization's staff or volunteers. It is expected that all beneficiaries of funding from the Irving S. Gilmore Foundation will adhere to existing State and Federally mandated affirmative action policies.

Application Procedures, cont.

Organizations seeking funding must submit a **single, unbound** proposal that includes:

I. **Cover Letter -** Signed by the organization's <u>highest level board member</u> and <u>highest level executive staff member</u>:

    A. The *purpose* of the request;

    B. The *dollar amount* being sought; and

    C. The *time frame* in which the funds would be utilized [e.g. fiscal year, program timeline, event date.]

II. **Narrative** – Limited to <u>six (6) pages</u> – single-sided, 12 point font:

    A. *Mission Statement;*

    B. *Brief Organizational History* with an *emphasis on recent activities* (especially those receiving Foundation funding support)*;*

    C. *Description* of the project/program/purpose to include:

        1. The perceived "<u>need</u>" and population to be served;

        2. The <u>results</u> being sought;

        3. The planned <u>means</u> to achieve results, including strategies, resources, and personnel;

        4. Timeline(s);

        5. The <u>Evaluation Plan</u> (qualitative and/or quantitative means are acceptable); and

        6. Financial sustainability strategy.

III. **Line-item budget and funding plan** - including <u>all</u> expenses, in-kind support, and revenue sources. The budget <u>must</u> identify all revenue sources by name and by status [e.g. committed, submitted (date), planned (date), estimated (date)].

IV. **Administrative Information:**

    A. Most recent Internal Revenue Service **501(c)(3) Tax Exemption letter** or equivalent (e.g. governmental entity);

    B. Current **Board of Directors/Trustees List** with contact information, occupations, and major organizational affiliations; and

    C. **Biographies/Resumes** of key staff and program providers.

V. **Organizational Financials:**

    A. Current and upcoming fiscal years' **operating budgets**;

    B. Most recent **operating statement** (Statement of Activities);

    C. Most recent **balance sheet** (Statement of Financial Position); and

    D. Most recent applicable **audit, review, compilation <u>or</u> 990.**

VI. **Optional Attachments:** Marketing materials, media coverage/reviews, other related documentation, and/or support letters.
(Please limit these to a few items – *quality* is preferred over quantity).